



UNITED STATES MARINE CORPS

TRAINING COMMAND
3300 RUSSELL ROAD (C47)
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO

5300

EOA

APR 01 2005

COMMANDER'S POLICY LETTER 2-05

From: Commander, Training Command


To: Distribution List B

Subj: EQUAL OPPORTUNITY PROGRAM

1. Marine Corps Order P5354.1D establishes the requirements for all commands to have a formal, command-wide Equal Opportunity Program. It requires each commander to publish an Equal Opportunity statement after assumption of command. Additionally, commanders will also publish policy and procedures for addressing complaints. All formal complaints will be reported directly to Training Command from initiation to completion via the Discrimination and Sexual Harassment (DASH) Report. Upon assumption of command, the commander has 90 days in which to initiate and conduct a climate survey. This is normally done through the use of the Military Equal Opportunity Climate Survey (MEOCS). Additionally, commanders will designate, in writing, an Equal Opportunity Representative (EOR) for their command. The commander must also ensure the EOR receives the 40 hour required formal training.
2. The Commander's Equal Opportunity policy statement will be written and posted throughout the command. Formal complaints reported via DASH will be submitted to the Training Command Equal Opportunity Advisor by the unit EOR. When major issues come to the Commanders attention, personally notify me as soon as practical. Sergeants Major and Senior Enlisted Marines should also keep the Training Command Sergeant Major apprised of any EO matters involving enlisted personnel. Investigating Officers (IO) will seek guidance from the Training Command EOA and Legal Officer prior to the commencement of an investigation regarding EO matters. Upon completion of the investigation the command submits the investigation to the Training Command EOA and Legal Officer for review and forwarding to the Staff Judge Advocate as applicable.
3. Commanding Officers and Officers-in-Charge will ensure MOUs/LOIs are up-dated to reflect the assignment and utilization of the Training Command EOA on Training Command issues. Commanders will ensure all annual EO training requirements are accomplished. Unit EORs must be assigned for a minimum of one year and attend indoctrination training conducted by a command EOA. EOR training is routinely conducted on all major USMC installations. Contact the Training Command EOA to request EOR training, assignment to Defense Equal Opportunity Management Institute training and assistance in conducting climate assessments.
4. Key Personnel/Commander:
 - (1) Mr. Ray R. Woods, GM-15, Executive Assistant, DSN 278-0020, Commercial 703-784-0020, e-mail ray.r.woods@usmc.mil.
 - (2) SgtMaj Frank J. Knox, Sergeant Major, Training Command, DSN 278-0016, Commercial 703-784-0016, e-mail knoxfj@tecom.usmc.mil.
 - (3) Master Sergeant Alfrita M. Jones, Equal Opportunity Advisor (EOA), DSN 278-4056, Commercial 703-784-4056, e-mail jonesam@tecom.usmc.mil.

(4) Admin Section, DSN 278-0029/30, Commercial 703-784-0029/30, facsimile DSN 278-4070, facsimile Commercial 703-784-4070.

5. This policy letter is applicable to all commands and units of Training Command and supercedes current MOUs/LOIs.



M. G. SPIESE